

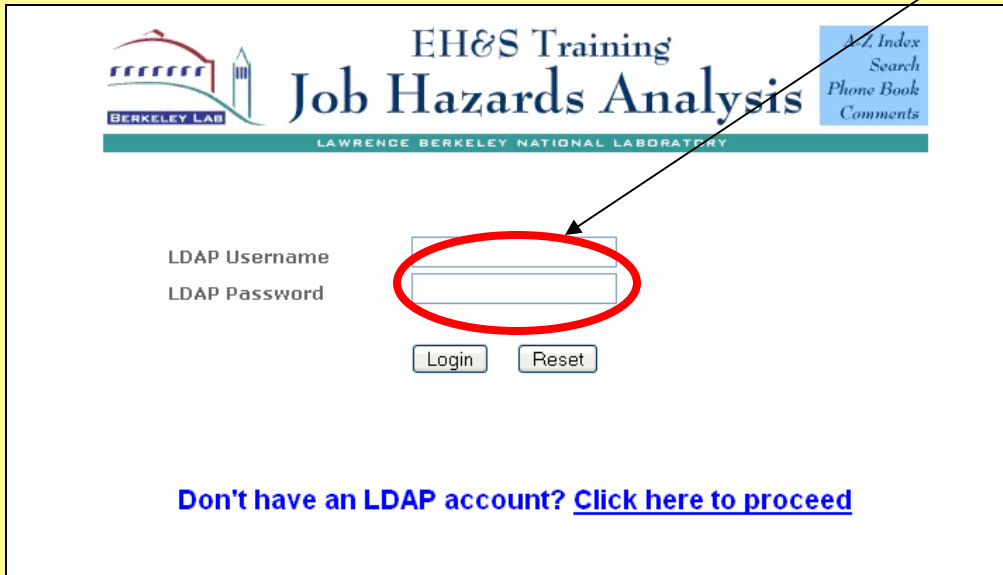
Job Hazard Analysis

Step by Step Instructions for Individuals

Step by Step Instructions – Page 1 of 4

Helpful Information

STEP 1. Log in to the EH&S Job Hazards Analysis (JHA) system at <https://ehswprod.lbl.gov/ehstraining/jha/login.aspx>

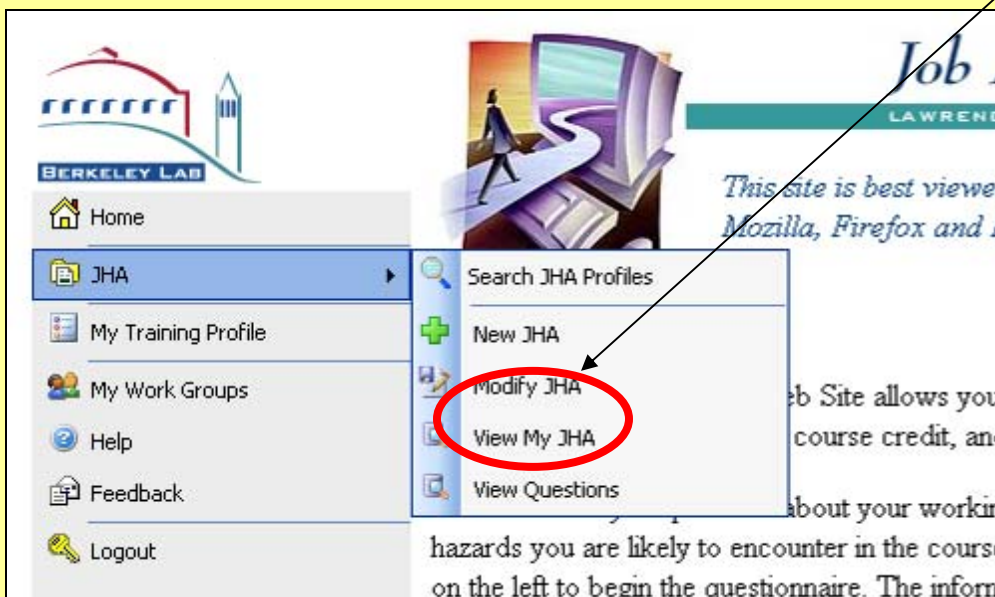


Use your LDAP username and Password to log in to the system.

You may log in without an LDAP if you know that you have not been given one yet. Contact the Help Desk (486-4357) for assistance.


Note: You will not be able to complete the process until you have a valid LDAP username and password

STEP 2. To begin, select JHA → New JHA from the Main Menu



If you have already begun your JHA process, you can select to Modify or View from the JHA Main Menu item as well.

STEP 3. Begin the Questionnaire by selecting your work location



Select Work Location

In order to best analyze the requirements for your work, it is necessary to determine where the work is performed. **Please indicate below all locations where you perform LBNL-related work** (NOTE: for purposes of this question, periodically attending classes, seminars or meetings is NOT considered "work." "Work" in this case includes hands-on activities such as but not limited to laboratory experimentation, machining, writing, reviewing reports, making telephone calls, typing, etc. that are an active and essential part of what you produce).

☒ LBNL local sites except as noted below: e.g., on the main ('Hill') site, Donner Laboratory, Building 904, B.937, Oakland Scientific Facility (OSF, B.943), or B.977 (717 Potter Street) but not NOT UCB campus, Berkeley West Biocenter (717 Potter Street, B.977), JBEI (B.987) or Joint Genome Institute (Walnut Creek)

☐ Berkeley West Biocenter (717 Potter Street, B.977)

☐ Joint BioEnergy Institute (JBEI, B.987)

☒ The Molecular Foundry (B.67)

☐ UC Berkeley campus other than Donner or Calvin Laboratory

☐ Joint Genome Institute (Walnut Creek)

☐ Non-local, off-site location other than UC Berkeley

Work locations determine site specific safety procedures and training.

STEP 4. Select any Work Groups that you belong to from the Work Group list for your division.

Select your JHA Group(s):

Available JHA Groups

- Division Office
- EH&S Training Group
- Environmental Management Group - Field Workers
- Environmental Management Group - Office Worker:
- Health Services - Clinical
- Occupational Safety
- Security & Emergency Operations
- Waste Management Administration
- Waste Management Generator Assistants
- Waste Management Operations

Selected JHA Groups

Workers on LBNL Site

Work Groups are sets of pre-analyzed hazard profiles and can be utilized to reduce the JHA process.

Ask your Supervisor or Work Lead which Work Groups you belong in.

STEP 5. Read each question carefully to decide which items apply to your work.

YES Responses lead to Required and/or Recommended Courses

General

A1 ☐ Yes ☒ No Will you be working at LBNL on the main site, Donner, Calvin, Berkeley West Biosciences (977), 903, 937, 941 or 943 for more than 30 days?

A2 ☐ Yes ☒ No Were you hired before January 1982, or are you a rehired retiree, who originally began work at LBNL before that date?

A3 ☐ Yes ☒ No Do you use a computer (e.g., laptop, desktop, terminal) for an average of four (4) or more hours per day? NOTE: this includes computer use at LBNL and at other locations while on LBNL business (e.g., home, travel).

A4 ☐ Yes ☒ No Do you perform repetitive tasks with or without tools (e.g.: frequent wrenching, nut driving, manipulation of controls, pipetting, plate labeling, sealing and unsealing, bar code scanning, plate handling, etc.)? NOTE: this question does not include keyboarding or mousing, see the previous question.

Special Assignments

B1 ☐ Yes ☒ No Are you a supervisor? ([please click here for definition of "supervisory employee"](#))

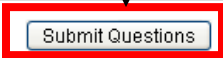
B2 ☐ Yes ☒ No Do you oversee the work activities of and conduct on the job training of one or more workers who conduct research in a laboratory?

B3 ☐ Yes ☒ No Do you directly supervise (or mentor) the work activities of a student?

Yes responses will create entries on your JHA for further discussion with your Supervisor or Work Lead

Some questions may be grayed out because the question was pre-answered for you by a Work Group you selected.

STEP 6. When you have completed the Questionnaire, review your responses, and be sure to click the Submit Questions at the bottom of the page.



If you have answered incorrectly, use your browser's BACK button to correct any mistakes.

Failure to submit question responses will result in having no individual work information in your Job Hazards Analysis. This is an incomplete JHA.

STEP 7. After Submission of your responses, you can choose to:

Continue on with the JHA process
Review your question responses again
View Current training requirements

View the [Job Hazards Analysis \(JHA\)](#).
View the [questions](#) just taken.
View the current [Training Profile](#).

Note: Training required by the JHA will not show up on your Training profile until your JHA has been reviewed and Authorized by your Supervisor or Work Lead. Selecting your Training Profile at this point will not show training required by your JHA yet.

STEP 8. A JHA consists of the Tasks, Hazards and Controls for your work. The Analysis is broken into sections by selected Work Group(s) and Individual Work.

✓ Indicates course requirement fulfilled

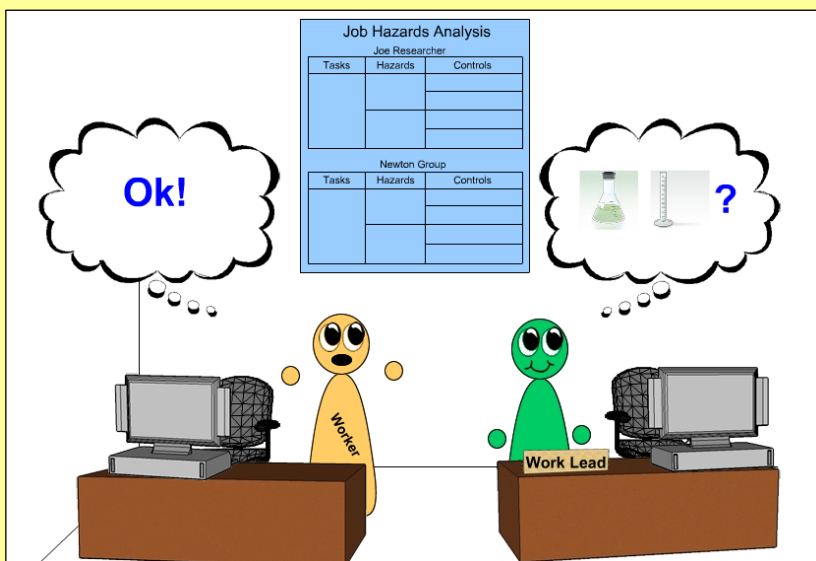
Group 1: Workers on LBNL Site (Owner JOHN J SEABURY 801632)

Task #	Description	Hazard(s)	Control(s)
1	Work across the LBNL site	Inadvertent exposure to radioactive materials	EHS 0405 General Employee Radiation Training

Individual:


Task #	Description	Hazard(s)	Control(s)
1	Work with or around hazardous chemicals, including generating hazardous waste	Exposure (inhalation, skin or eye contact) or other hazards due to use of or proximity to hazardous chemicals	EHS 0348 Chemical Hygiene and Safety EHS 0604 Hazardous Waste Generator (for generators of hazardous waste) Consult MSDS for hazardous properties of materials including incompatibilities Label containers of stock, in-process and waste chemicals properly per the Chemical Hygiene and Safety Plan (CHSP) and PUB-3092 Waste Generator Guidelines Assure that all liquids are stored within secondary containment.

STEP 9. Discuss all sections of the JHA with your Supervisor or Work Lead. The document produced will be the Authorization for performing Work and should be tailored to your individual work.



The JHA can only be edited by your Supervisor or Work Lead

STEP 10. Once agreement has been reached and your Work Lead has approved your JHA, click the Approve button on your JHA to finalize your Work Authorization.



Worker: Chong, Jillian Kimberly (019056)

Remember you cannot approve of your Work Authorization until **AFTER** your Work Lead has approved.

Both Worker and Work Lead must approve before work is Authorized to begin.